Stenographie:

OR,

The Art of *Short-Writing*.

Composed in a more brief, plain, and easie way, then hitherto hath been published.

By which Art, Sermons, Speeches, or the like, may be taken word for word, with very little or no charge to memory.

By THO: HEATH.

PSAL. 45. 2.

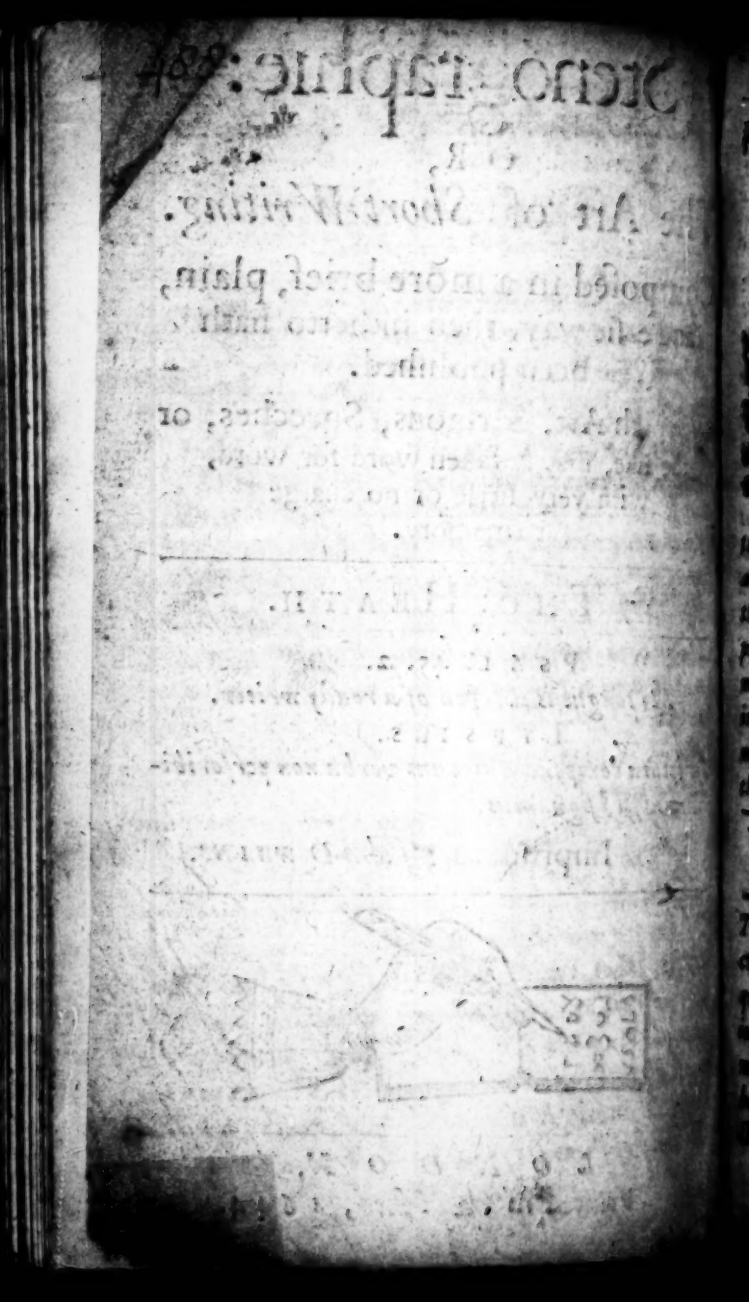
My tongue is the pen of a ready writer.

LYPSIUS.

Scriptura compendium, cum verba non perscribimus, sed signamus.

Imprimatur; *John Downame.*

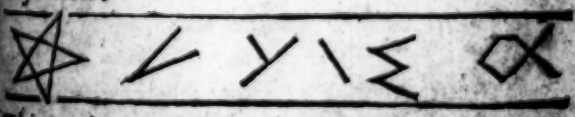
LONDON,
Printed in the Yeere, 1644.



To the Reader.

Courteous Reader.

TO the end that thou mayest esteeme the more of this most excellent art, I shall indeavour 1. *To shew you who were the first inventors of it, and* 2. *To what end and purpose it was invented. In ancient times there were two sorts of these characters, private and publique; the private were of much use among the* Grecians, *by which they used to represent any proper name, by some such unusuall character, that might contain in it all the letters of the name intended; of this nature was that angular figure so much used among them, which contained in it all these letters*



This mark was esteemed so sacred among the Ancients, that Antiocus Soter (*a perpetuall Conquerer*) *did alwayes enstamp it upon his coine, and inscribe it on his Ensignes. The publique were most of them explained by* Valerius Probus *in his book* De literis Antiquis. *Likewise there is a Dictionary of them set forth by* Tanus Gruterus,

the invention of them is ascribed unto Tyro *servant to* Cicero: *But* Hermanus Hugo *will have this short hand writting to be of far more ancient use, affirming that* David *alludes to the practice of it, where he saith,* The pen of a ready writer, Psal. 45.1. *and that the writing upon the wall in* Dan. 5.25. *which so puzled the Caldean Wisards, was written in these characters. Thus have I briefly shewne you the first inventors of it, and likewise to what use it was invented, and how it was esteemed in ancient times, desiring thee also to respect it as an everlasting Schoole-master to thy memory; wishing thee onely to imploy thy own ingenious wit, and thou shalt finde the fruit of thine own industry.* Lete complete Labores, *Labours finished are delightfull. Onely I desire thee to esteem of this my labour as thou shalt finde the utility and benefit to thy self. Farewell.*

Short-

SHORT-WRITING.

WHoever thou art that desirest to be an ingenious Practitioner in this most excellent Art, I require thee to observe these rules following.

1. In many long words, many Letters (and sometimes Syllables) may be avoided, without spoiling the sound of the word: As

heaven		heven	
been		bin	
labour	write	labor	&c.
heart		hart	
miserable		misable	

2. Never make the Comma [,] Colon [:] Semicolon [;] Interrogation [?] Admiration [!] nor Period [.] because most of them are characters for other words, but at the end of a full sentence breake of

Never make mention of double letters, as cc, ll. ee. ff. mm. oo. or the like, for the leaving out of one of them spoileth not the sound of the word, as

according		acording	
ammunition	write	amunition	
esteeme		esteem	
adding		ading	

These rules being rightly understood and often practised will be a great help unto thee in writing of many words for which you have no Characters in your Table.

a	^
b	ı
c	⌊
d	⌋
e	⌉
f	⌈
g	⌊
h	⌋
i	⌉
k	⌈
l	⌊
m	⌋
n	⌉
o	⌈
p	⌊
q	⌋
r	⌉
s	⌈
t	⌊
v	⌋
w	⌉
x	⌈
y	⌊
z	⌋

§. 1.

Of the Letters of the Alphabet.

THese Letters must be learned perfectly by heart, so that you can make or know any of them without looking on the Copie.

These Letters all but *x* & *y* are to be made without taking pen from paper.

One Chracter standeth for *q* and *u*, because they alwayes come together.

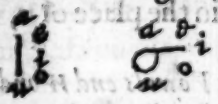
Having perfectly learned these learne to joyne the consonants together as thus,

bl ld cl sh st &c. Observing this for a generall rule, that when 2 3 or 4 consonants come together they must be all written at once without taking the pen from the paper: onely I must give you notice of 2 characters which are often used, *viz.* th wh o

All the other are to be joyned one to another without taking the pen from the paper, being the very letters of the alphabet.

§. 2. *Of the five Vowels.*

THere are five Vowels (without one of which no word can be composed) viz, *a e i o u* which, in this Art, are never expressed, except when a word beginneth with a Vowel, or when two Vowels come together, but are known by their proper places about the other Letters, as in the Figures following will appeare.



The place of *a* is just over the head of the Letter. The place of *e* at the upper corner. The place of *i* at the middle. The place of *o* at the nether corner. The place of *u* opposite against *a* just at the bottome.

When Vowels begin Words.

WHen a word beginneth with a Vowel, then the Vowel is to be set down, & the consonant or consonants following must be joyned to the Vowel, without taking the pen from the paper, as to write *esteeme* or *estem*, you must write it thus, where *e* being a Vowel, I write it down, then *s* and *t* being consonants, I joyn them to *e* without taking the pen from the paper, then in the place of *e* (which is in the upper corner of *t*) I write *m*, and so is the word in a character as before is expresse.

When Vowels come in the midst of words.

WHen two Vowels come together in the midst of a word, then expresse the

first of them by its place, and the second of them by a character. *Example*, To write *deliver*, you must write it thus *v.r* where *d* being a consonant, I write it down, then *e* next following I expresse not at all, but by his place; then in his place I write *l*, then the three next Letters being vowels, *viz.* *i* *u* and *e*, I doe not make mention of the first but by his place, then in his place I write *v*, then in the place of *e*, *r*. So is your word as before.

When Vowels end Words.

WHen a word endeth with a vowell, you must not expresse the vowel but a prick in the vowels place, as to write *thy*, your character for *th* is this o Then in the place of *y* I write a prick thus, o· (for in this Art there is no distinction between *y* and *i*) except when a word beginneth with *y*, as *you*, and the like, then you must write it down as you doe your other consonants.

By these former rules any word may be written, but there are foure great inconveniences which attend upon it.

1. YOu cannot write a speech word for word let a man speake never so treatably.

2. In some long words your charact: will run under one another the depth of 2 lines or more.

3. When you have so written it will be very difficult for you to read (except you transcribe it while it is fresh in your memory) by reason of so many characters comming one on the neck

of another, that you cannot tell oft times which was written first, and which last, the inconvenience whereof you will finde by experience if you follow onely this kinde of writing by rule.

4. It will take up as much paper to write this, as if you had writ it in a plaine secretary hand, also you may write as much in as little time. Therefore (I say) it will advantage you nothing the learning, if you breake off and learne no further.

But I do not say any of this that the former rules are altogether impertinent and not to be learned by you, but there is greatest necessity of all of learning them.

And as they have 4 great inconveniences in the using them in generall, so also they have 2 great inconveniences in the using of them particular.

1. They are of great use unto you when you are to write a word for the which you have no char.

2. Without the knowledge of them you are not able to understand those that follow.

But to come to the matter, & learne to the purpose observe (with the help of the former rules) those that follow, which (as I said before) cannot be attained unto without the knowledge of the former, where you are to learne these characters following as you did the letters of the Alphabet, to make and know every of them without the copy, they being the only rule you have to write such words for which you have

no characters in the Table, they being called Prepositions to begin and Terminations to end } long words:

The Table of them followeth.

Prepositions to begin long words.

ab } ob }		liber	
ac		mis	
ad		per	
af		pre } pro }	
al		re	
am		sub	
an		suf	
as		sup	
at		ser	
con		sub	
ceu		sal } sol }	
cal		tem	
de } di }		trans	
dis		un	
ful		up	
for		ut	
ap } op }			

Terminations to end long words.

able, ible	[illegible]	mer, mar	[illegible]
tion	[illegible]	ment	[illegible]
ceive	[illegible]	nesse	[illegible]
dure	[illegible]	ous	[illegible]
fect	[illegible]	sent	[illegible]
ference	[illegible]	serve	[illegible]
fication	[illegible]	soever	[illegible]
fulnes	[illegible]	tion	[illegible]
ject	[illegible]	ternal	[illegible]
nude	[illegible]	ther	[illegible]
ing	[illegible]	tent	[illegible]
ler	[illegible]	ture	[illegible]
lent	[illegible]	bour	[illegible]
litie	[illegible]		

Observations for the true and perfect understanding of the two former Tables of Prepositions and Terminations.

IN these two Tables you may observe that these Prepositions and Terminations stand not for whole words, but either to begin or end words, therefore I have contrived as many as

as I could of the letters of the Alphabet, for less change to memory: Likewise they begin (or most) of them at the left hand and end at the right for the readier joyning of the consonants that follow, without taking the pen from the paper.

2. For such words that you have no characters in your Tables following (or at least (by the present) do not remember the character) there being very few long words but do either begin or end with one of them.

3. If the word the which you are to write begin with one of these Prepositions, then you must write it down, and if it end with none of the Terminations, then you must write the latter end of the word with the help of the letters of the alphabet. As thus

deliver,
abstain, and the like.

4. When a word beginneth with none of the Prepositions, and endeth with one of the Terminations then you must use the like discretion in writing the beginning with the single letters, and the latter part with the characters. As thus

Honorable and the like.

5. When a word neither beginneth with one of these nor endeth neither, nor have no cha-

not in the table (which I hope you will meet with very few) then you have no other way to write it but by the help of the single letters, or in an ordinary secretary hand; which (to mingle with your characters) will be ridiculous. So that now you see there is no lesse necessity of learning these first rules then any that follow after.

§. 3.

Of whole sentences to be written by one character.

FOr any phrases used at the beginning of Sermons: As, Harken with feare and reverence to the word of God.

Dearely beloved in the Lord Jesus Christ harken to the word of God, &c. Or any the like phrases, make this marke

§. 4.

Of certaine necessary observations.

IN one that would be accounted expert in this art there is required

1. *Ratio* } Reason
2. *Modus* } Manner
3. *Species.* } Shape.

1. *Ratio*] He ought to have reason to know (in writing) what letter may be avoided without spoiling the sound of the word.

2. *Modus*] It is requisite for him to know the right manner of making every character for his

his most advantage, in writing to end one where he is to begin the next, as neer as he can, (if they be consonants.)

3. *Species*] It is thirdly required, that he be well acquainted with the shape of every character, for there being such little difference between some of them, that if they be not shaped right, they will bring you into a confusion in reading, by reason they will not be known one from another: As

Christ	⊂	
Christian	⊂	
Jesus	⊃	
Jesus Christ	⊄	and the like.
Christ Jesus	⊄	

§. 5.

Of the Table.

I Shall now proceed to the Tables wherein are the characters of most of the common words used in common speech, as Sermons, &c. by which with the assistance of the fore-going rules, any speech or Sermon may be taken word for word.

To trouble your memory with words of one syllable I hold it altogether impertinent (except with some that are often used and consist of many letters) the single letter prepositions, and terminations being sufficient. As, to write [*the*] your character for [*th*] is this [o] then *e* being a vowel comming at the end of a word must be expressed by a prick in his place as before hath been taught.

Note that all the words in the Table are of the singular number, as *Argument*, *Beleever*, *City*, *Devil*, *Enemie* and the like. Now if you were to write any of these in the plurall number, as *Arguments*, *Beleevers*, *Cities*, *Devils*, *Enemies*, or the like, make a period in some convenient place of your character, as *Commandement* is thus ⊖ now to writ *Commandements*, set a period over the stroke that goes through the o, thus ⊖ and so of all other words whatsoever when you are to write them in the plurall number.

acknowledge
advantage
affection
adultery
admonish
account
abound
Apostle
Angel
Almighty
according
adoption
advantage

B

behold
baptisme
because
beleeve
bountie
benefits
between
brethren
before
beginning
blessed

bountie
beloved

C

cause
child
Church
congregation
conscience
consider
covenant
concerning.
conversation
charity
chastisement
comfort
confesse
certain
customes
corrupt
circumcision
commandmēt
create
command

D

delight
destroy

doctrine
devil
delivered
darknes
damnation
danger
destruction
desire
drunkard

E

edifie
elect
Epistle
example
enemie
enter
effect
Egypt
every
eternall
everlasting
eternity

F

follow
faith
foundation

forgive
forbeare
fulfill
forget
fearfull

G

glory
Gospel
generation
Generall
gratious
Governour
godlines

H

humble
heaven
holinesse
hypocrite
heretike
happines
handle
honour
humiliation

I

instrument
ignorant

iniquity
increase
inward
judge
Israel
justice
interpret

K

knowledge
King
Kingdome

L

Lord
lamentation
land
lament
learne
likewise
Leviathan

M

meditation
minde
mortall
magnifie
Minister
morall

mercy
multitude

N

nevertheleſſe
neighbour
neglect
neceſſity
number
nothing
notwithſtanding

O

order
omnipotent
obſerve
outward
other
obſervation
obedient
obtain
ordinances
outrageous

P

people
principle
publique
private

particular
protection
provision
patience
purpose
prosperity

Q

question
quality
quantity
quarter

R

remember
righteous
regard
Religion
rejoyce
reward
reprove
repent

S

severall
sacrifice
Scripture
safety

truth
torment
temptation
themselves
thought
trouble
Testament
Testimony
Temple
transgression

V

vouchsafe
understand

W

wicked
world
weake
worship
worthynesse
whordome
welfare
workes

Y

young
youthfull
yeare.

Z

Zeale.

Observations

For the writing of the names of the [illegible] of the Old and New Testaments and [illegible] other things very necessary to be observed.

THe use of these being much in the writing Sermons, your best way (& most plainest) to have your book wherein you write ruled with a stroke down the side to write your quotations in, so that when you heare a scripture name you may write it thus in your quotations, as

Genesis, Gen. — The three or four [illegible] letters being sufficient for the standing in the place will plainly demonstrate unto you that they are quotations of Scripture.

Likewise that spare place on the side of your leafe is very necessary for you to write the names of ancient and later writers, as *Chrysostom, Bernard, Calvin, Luther* and the like, which you may write plain enough to be distinguished with the three or foure first letters of their names, as *Ber. Cal. Luth.* &c.

Also its very necessary for you to write *Application, Doctrine, Motives*, you may write them (in your quotations) in this manner:

Doctrine	d	Argument	a
Vse	v	Reason	r
Motive	m	Objection	o
Application	ap	Answer	an

FINIS.